



JOB DESCRIPTION

Job Title: Business Development Internship

Location: Fairfield, Connecticut / Remote

Job Summary: The Business Development Intern will be tasked with seeking new leads and building new relationships on behalf of the agency through lead generation, marketing, and other corporate responsibilities. This individual will help lead weekly category research development, manage conversations with new brand and property partners, and project manage logs and updates of all previous conversations with actionable timelines for the agency to react to. Must be detailed oriented, strong communication skills, and have a proactive approach to adapting to potential clients needs as they arise.

Key Responsibilities:

- Assisting with the daily category research development and trends on behalf of the agency
- Helping generate and lead new conversations with prospective clients
- Helping develop proposals for new potential clients
- Working directly with existing clients on projects that generate sales and brand awareness
- Managing weekly trackers on all new business development and organize weekly reports on prospecting to the CEO
- Helping put together creative pitch decks to new prospective clients
- Helping evolve the services portfolio of growing startup agency
- Lead in development of campaigns and promotions to maximize sales of existing/ new clients and programs
- Generate proactive ideas that bring return to current client portfolio and agency as a whole

Core Competencies

- Flexible, Detail Oriented, Team Working, Initiative, Problem Solving, Organized, Self-motivated, Proactive, Strategy Led, Creative, Data Driven

General

- Adopt the Athelo Group culture of professionalism, integrity, effectiveness and dynamic attitude that contributes to an internal environment of teamwork and promotes a positive brand image to our client and team.
- Be willing to go above and beyond to learn and grow both personally and professionally.
- Program skills: advanced knowledge of G Suite, Microsoft Office, Square Space, Mail Chimp, Facebook and Instagram preferred.
- Ability to communicate effectively with others, both verbally and in writing.
- Proven ability to manage time, meet deadlines and prioritize.
- Maintain standards and professionalism during periods of fluctuating workloads.

- Passion for sports, brand, and athlete marketing that is contagious
- Willingness to assume an advanced role and be a direct representative of a fast-growing agency at a client facing level.
- Maintain team standards through supporting other team members in achieving their service/quality levels and targets, as required.
- Build effective working relationships with other team members and externally.
- Help build and maintain new relationships on behalf of the agency.
- Manage daily tasks to ensure business needs are consistently met.

Education and Qualifications

- One to two years of related experience and/or training preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear.

This is largely a sedentary role; and this position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.